



NRUF (Form 502) On-Line User Guide

3.2v

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1.0 Introduction

This document provides instruction for submitting the Numbering Resource Utilization/Forecast (NRUF) Report (FCC Form 502) on-line through the NANP Administration System (NAS) user interface. It also provides direction for updating an NRUF on-line and descriptions of query capabilities available to service providers (SPs) for tracking NRUF data submitted for the most recent reporting period.

As a general rule, the on-line NRUF submission method is popular with SPs that have smaller versus larger quantities of central office (CO) codes and thousands-blocks in their telephone numbering inventories. The on-line submission method is also commonly used to update NRUF data previously submitted by Excel™ spreadsheet or FTP. If the user has any questions about what submission method is best for them, please contact the NANPA NRUF team.

1.1 NAS Overview for Creating and Modifying NRUF Form 502

The following is a list of the types of Form 502 submission and search capabilities available in NAS:

- Create and submit a Geographic Form 502 (Geo 502) for the current reporting cycle
- Create and submit a Non-Geographic Form 502 (Non-Geo 502) for the current reporting cycle
- Modify a Geographic Form 502 by adding, modifying, or deleting utilization and/or forecast data for the current reporting cycle
- Modify a Non-Geographic Form 502 by adding, modifying, or deleting utilization and/or forecast data for the current reporting cycle
- Search and display the most recent company information, utilization data, and/or forecast data submitted for the current reporting cycle for either a Geographic Form 502 or Non-Geographic Form 502

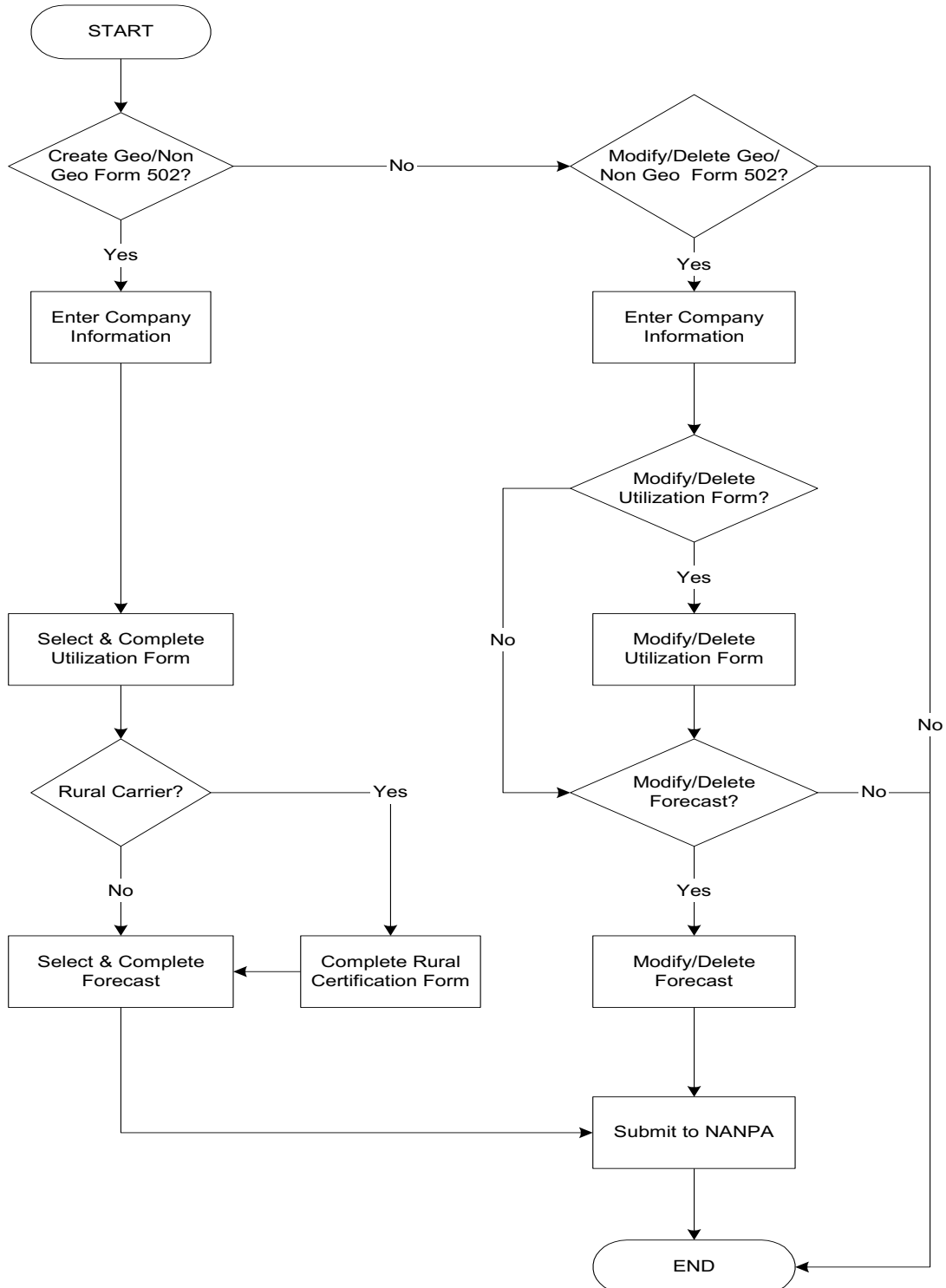
The user should refer to the NRUF instructions (i.e., Instructions for Utilization and Forecast Forms), and the NRUF Geographic and Non-Geographic Job Aid documents for additional information on the NRUF filing process. Both documents are available on the North American Numbering Plan Administration (NANPA) website (www.nanpa.com). The instructions are also available to users after logging in to NAS under **Request for NRUF**.

Reporting carriers must file their NRUF semi-annually on or before February 1 for the preceding 6-month reporting period ending on December 31, and on or before August 1 for the preceding 6-month reporting period ending on June 30.

NANPA recommends that if the user will spend more than 20 minutes to enter NRUF data on-line, the Excel™ spreadsheet is a better option for submitting the NRUF data. Network connection and internet access issues as well as possible interruptions while entering data can lead to problems with submitting accurate and complete NRUF data.

1.2 Overall Process Flow for Creating and Modifying NRUF Form 502

The flowchart below describes the overall process for creating and modifying an NRUF in NAS.



2.0 Create Geo 502

This section discusses the detailed steps to create and submit an NRUF on-line in NAS.

To begin, the user must be registered in NAS using either the Service Provider Applicant (SPA) or Service Provider Consultant (SPC) profile and have selected NRUF as a resource subscription when registering. The user must also ensure that the applicable NAS profile includes all the OCNs, states, and NPAs (area codes) for which NRUF data is to be reported. More information on registration is available by calling the NANPA Customer Support Desk at 866-623-2282 or by email at support@nanpa.com. More information on NAS registration is available in the NAS User Registration Guide located on the NANPA web site:

https://www.nationalnanpa.com/tools/nasUser_guide.html

Please note that any field marked with a red asterisk (*) when creating an on-line NRUF is a required field and must be populated based on the criteria indicated in the field requirements listed below.

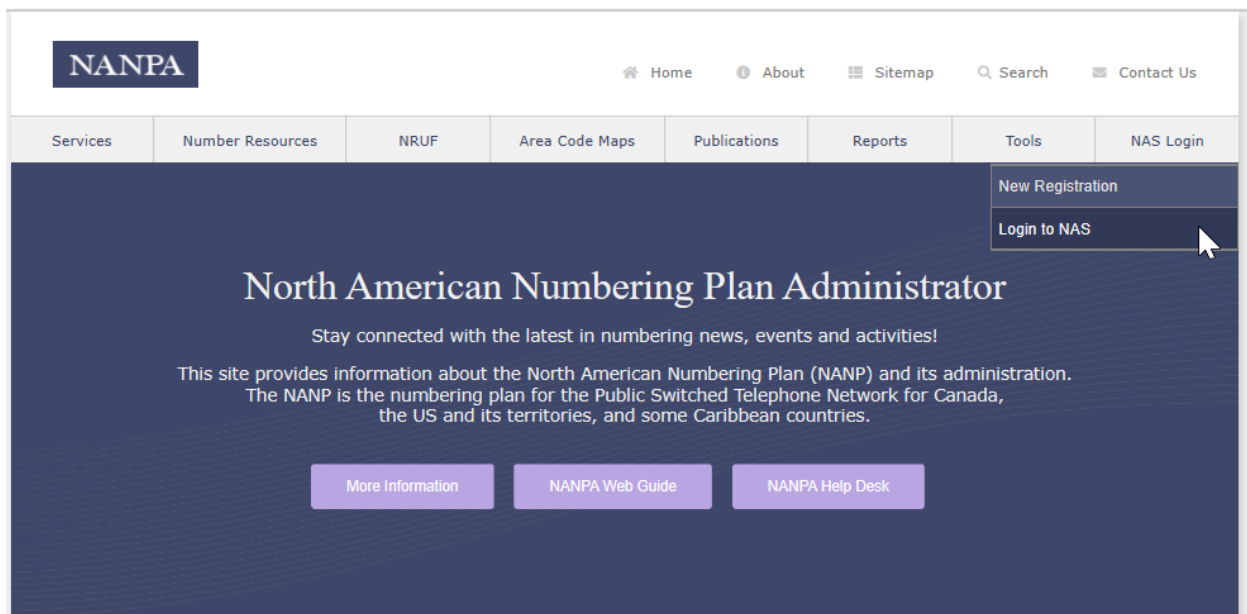


Figure 2.1

Step 1: To log into NAS, go to www.nanpa.com, highlight **NAS Login** and click on **Login to NAS** (Figure 2.1).

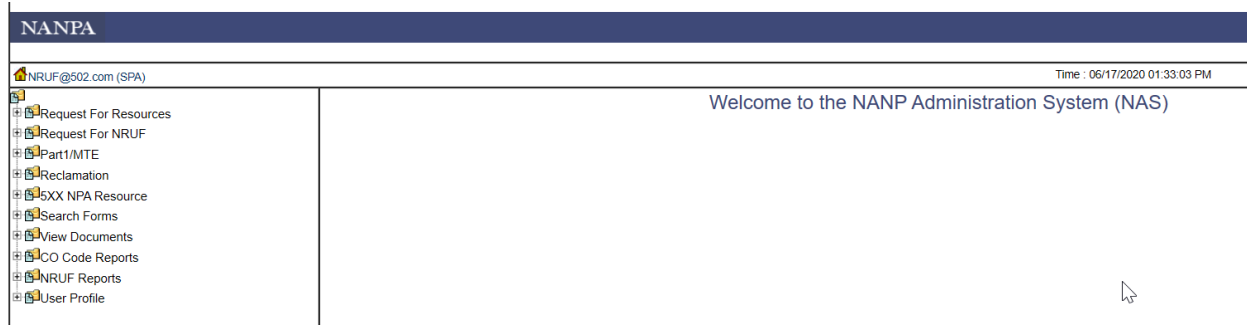


Figure 2.2

Step 2: After logging in to NAS, click on **Request for NRUF** (Figure 2.2).

This will bring down a list of NRUF form options as shown in Figure 2.3 below.

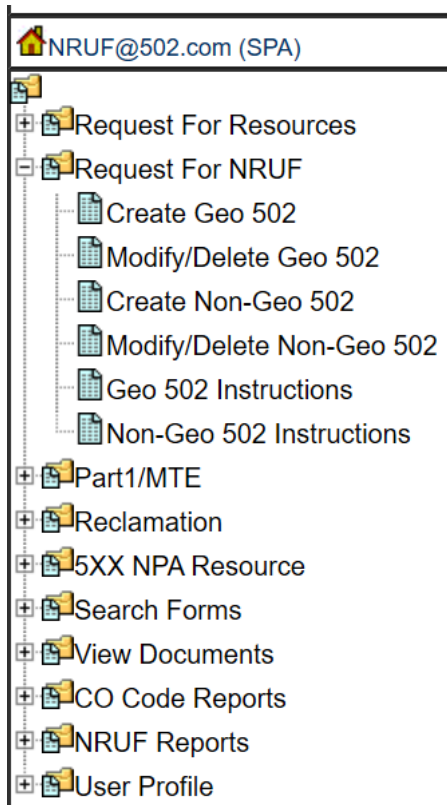


Figure 2.3

Step 3: Click on **Create Geo 502**. The main page with Company Information will be displayed as shown below (Figure 2.4).

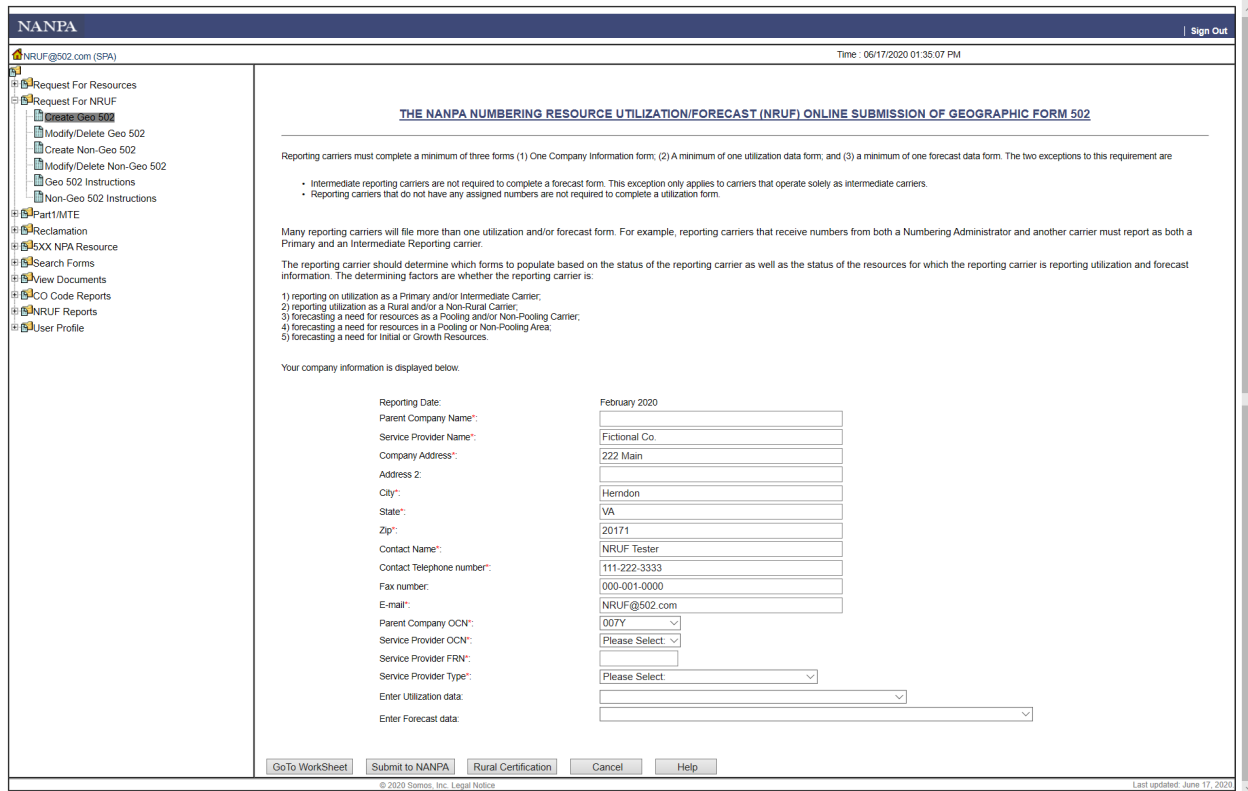


Figure 2.4

Step 4: Populate the Company Information.

Reporting Date – This date is pre-populated with the current submission cycle. For example, February 2020 refers to the reporting cycle covering the preceding 6-month reporting period ending on December 31, 2019, and August 2020 will cover the preceding 6-month reporting period ending on June 30, 2020.

Parent Company Name – Enter the highest parent company located within the state for which the reporting carrier is reporting data. If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name (i.e., the Service Provider Name.)

Service Provider Name – This field is pre-populated from the user’s NAS profile but is editable. The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the Service Provider Operating Company Number (OCN), as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

Company Address, Address 2, City, State, Zip, Contact Name, Contact Telephone number and Fax number – These fields are pre-populated from the NAS user profile and are editable.

E-mail – This field is pre-populated from the NAS user profile and is not editable.

Parent Company OCN – If there is one Parent Company OCN in the NAS user profile, that OCN is pre-populated in this field. If there is more than one Parent Company OCN in the profile, select one of the OCNs from the drop-down menu. For more information on OCNs, please see the NRUF Geographic Job Aid.

Service Provider OCN – Click on the **Service Provider OCN** field to bring up the list of Service Provider OCNs associated with your NAS user profile. Select an OCN from this list.

Service Provider FRN – This field must be populated with the Service Provider’s FCC Registration Number (FRN). Exactly 10 digits must be entered in this field. More detailed information regarding FRNs is available in the NRUF Geographic Job Aid.

Service Provider Type – Click on **Service Provider Type** to bring up a menu to pick one of the SP Service Types listed (Figure 2.5).

The screenshot shows a web form with the following fields and buttons:

- Service Provider OCN*:
- Service Provider FRN*:
- Service Provider Type*:
- Enter Utilization data:
- Enter Forecast data:
- Buttons: GoTo WorkSheet, Submit to NANPA, Rural Certification, and a partially visible button labeled 'C'.
- Footer: © 2020 Somos, Inc. Legal Notice

The dropdown menu for 'Service Provider Type*' is open, showing the following options:

- Please Select
- CAP OR CLEC
- Incumbent Local Exchange Carrier (ILEC)
- Interconnected VoIP
- Interexchange Carrier (IXC)
- Other Local (Shared-Tenant, Private Carriers)
- Local Reseller
- Other Mobile Service Provider
- Paging and Messaging
- Satellite Service Providers
- SMR Dispatch
- Wireless Data Service Provider
- Wireless Telephony (Cellular, PCS, SMR)

Figure 2.5

Please note that if the user fails to enter any of the required fields of company information, the user will receive a validation error that will prevent the user from continuing with the NRUF submission until the user populates the required field. Figure 2.6 shows an example of the types of validation errors the user would receive if the user failed to populate the Service Provider OCN and the FRN.

Service Provider OCN*:	<input type="text" value="Please Select: v"/>	SP OCN is missing.
Service Provider FRN*:	<input type="text"/>	Service Provider FRN is a 10 digit required field.

Figure 2.6

2.1 Create Geo 502 – Completing Utilization and Forecast

The next step in submitting the Geo 502 involves completion of the appropriate utilization and/or forecast worksheets.

All reporting carriers must complete the company information, a minimum of one utilization form, and a minimum of one forecast form. Please note there are two exceptions to this rule:

- 1) Intermediate reporting carriers, which operate solely as intermediate carriers, are only required to complete company information and either the U3 form (non-rural) or the U4 form (rural). If the intermediate carrier completes the U4, the rural certification form must also be completed;
- 2) If the primary reporting carrier has not been assigned numbers by NANPA, the Pooling Administrator (PA), or by another carrier, the primary reporting carrier is not required to complete a utilization form.

Many reporting carriers will file more than one utilization and/or forecast form. For example, reporting carriers that receive numbers from both NANPA and another carrier must report as both a Primary and an Intermediate Reporting carrier. The reporting carrier should determine which forms to populate based on the status of the reporting carrier as well as the status of the resources for which the reporting carrier is reporting utilization and forecast information. The determining factors are whether the reporting carrier is:

- 1) reporting utilization as a Primary and/or Intermediate Carrier;
- 2) reporting utilization as a Rural and/or a Non-Rural Carrier;
- 3) forecasting a need for resources as a Pooling and/or Non-Pooling Carrier;
- 4) forecasting a need for resources in a Pooling or Non-Pooling Area;
- 5) forecasting a need for Initial or Growth Resources.

2.1.1 Create Geo 502 – Completing Utilization

2.1.1.1 U1: Utilization Reporting Form for Non-Rural Primary Carriers

The following section describes steps to take to complete the U1 worksheet. This worksheet is completed by non-rural primary carriers. These carriers are to report on all numbering resources assigned to them by the NANPA and/or the PA.

Step 1: On the bottom of the Company Information page, after completing the Company Information as described in section 2.0, click on **Enter Utilization data** to bring up the list of Utilization worksheets (Figure 2.7).

Enter Utilization data: [Dropdown menu showing options: U1: Utilization Reporting Form for Non-Rural Primary Carriers, U2: Utilization Reporting Form for Rural Primary Carriers, U3: Utilization Reporting Form for Non-Rural Intermediate Carriers, U4: Utilization Reporting Form For Rural Intermediate Carriers]

Enter Forecast data: [Dropdown menu]

Buttons: GoTo WorkSheet, Submit to NANPA, Rural Certification, Cancel, Help

Figure 2.7

Select U1 and **Go to WorkSheet** for the fields to complete on the U1 (Figure 2.8).

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX: [Please Select: v] - []

1000 block: [0 v]

Rate Center: [Please Select: v]

Assigned: []

Intermediate: []

Reserved: []

Aging: []

Admin: []

Donated to Pooling:

Notes/Assignee: []

Buttons: Add, Cancel, Help

Figure 2.8

Step 2: Populate the U1 as shown in Figure 2.8 according to the status of the thousands-block. Detailed definitions of the usage categories (i.e., **Assigned**, **Intermediate**, etc.) may be found in the **Geo 502 Instructions** located on the NAS toolbar underneath **Request for NRUF**.

NPA-NXX – This field is used to identify the central office code (NXX) for which the user is reporting utilization. First, click on the **NPA-NXX** drop-down to bring up the list of area codes (NPAs) populated from the NAS user profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

1000 block - Identify the thousands-block (1000 block or “X”) of the NXX for which the user is reporting utilization. Click on the **1000 block** field and select from 0,1,2,3,4,5,6,7,8, or 9 for this field.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations. Select the appropriate rate center for which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of telephone numbers (TNs) that apply to the 1000 block for which the user is reporting utilization. Any of these fields not populated will automatically be populated with zero (0). The total for all categories cannot exceed 1000 TNs.

Donated to Pooling – Check this box if the thousands-block has been donated to the pool. More information on Pooling may be obtained from the PA website (www.nationalpooling.com).

Notes/Assignee – If the **Intermediate** field is populated, enter the name of the entity to which the primary carrier has assigned intermediate numbers. This field may also be used as a general notes field.

Step 3: After completing the utilization on the first 1000 block, click the **Add** button on the U1 screen for the system to generate the quantity of Available TNs and the Utilization percentage for the thousands-block. The information entered will appear at the bottom of the screen (Figure 2.9). To complete reporting for additional 1000 blocks, go back to the top of the screen and repeat the process for the next thousands-block.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX: 906 - 906
 1000 block: 9
 Rate Center: CALUMET
 Assigned: 3
 Intermediate: 9
 Reserved: 7
 Aging: 2
 Admin: 8
 Donated to Pooling:
 Notes/Assignee: Fictional Firm

Check to remove	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	906 - 906	2	CALUMET	333	0	0	0	0	N		667	33.30%
<input type="checkbox"/>	906 - 906	7	CALUMET	77	35	78	2	8	N	Fictional Firm	800	7.98%

Figure 2.9

The user can select the **Check to remove** box and then the **Remove** button (Figure 2.9) if the user decides to remove any line of data entered. The **Back** button will bring the user back to the Company Information page.

Please note the following common mistakes made populating the U1 which will result in a validation error:

- Populating more than 1000 TNs per thousands-block
- Failing to populate the **Notes/Assignee** field with the name of the entity to which the reporting carrier assigned intermediate numbers
- Reporting on the same thousands-block more than once
- Reporting more than 10% contamination level (meaning the user checked the **Donated to Pooling** box and also populated the usage categories with more than 100 TNs)

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX	207	-	811
1000 block	4		
Rate Center	CARRABSSTT		
Assign	3456	Assigned value invalid for form.	
Intermediate	4		
Reserved	0		
Aging	0		
Admin	0	Utilization reported not in the limits.	
Donated to Pooling	<input checked="" type="checkbox"/>	Donated Block shows too many used numbers.	
Notes/Assignee	<input type="text"/> Please identify Assignee.		

Figure 2.10

Validation errors must be corrected to complete the reporting on the thousands-block. If the user is presented with validation errors as shown in Figure 2.10, the errors must be corrected to add the thousands-block to the U1.

If you have questions about the definition of a particular screen, a **Help** button is available to provide the definition (Figure 2.11):

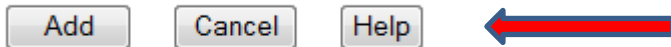


Figure 2.11

For the U1, for example, when **Help** is selected, the U1 screen definition appears (Figure 2.12):

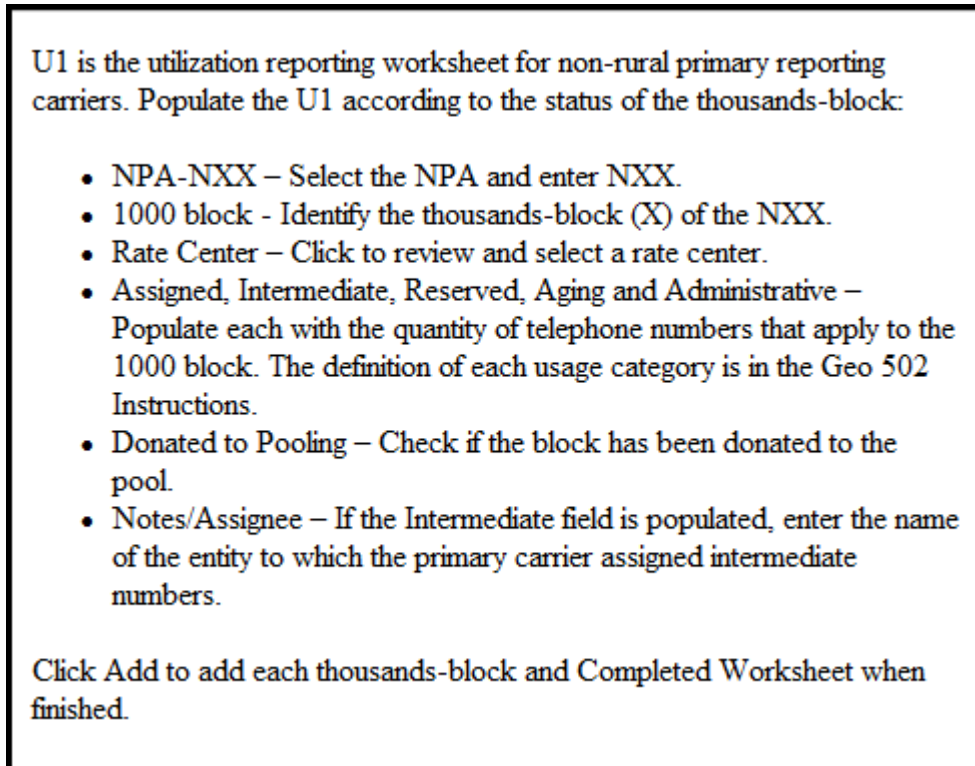


Figure 2.12

Step 4: When you have completed reporting on all thousands-blocks, click **Completed Worksheet** to return to the Company Information screen. At this point, if U1 is the only utilization worksheet to be completed, fill out the appropriate forecast worksheet as described in section 2.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS.

2.1.1.2 U2: Utilization Reporting Form for Rural Primary Carriers

The following section describes steps to complete the U2 worksheet. The U2 worksheet is used by rural primary carriers and reporting is at the CO code level. Note that there are 10,000 TNs in a CO code.

Step 1: At the Company Information page, after completing the Company Information, click on **Enter Utilization data** to bring up the list of Utilization worksheets. Select the U2, and then select **Go to WorkSheet** in order to bring up the U2 screen as shown in Figure 2.13 below.

U2: UTILIZATION REPORTING FORM FOR RURAL PRIMARY CARRIERS.

The screenshot shows a web form titled "U2: UTILIZATION REPORTING FORM FOR RURAL PRIMARY CARRIERS." The form contains the following fields and controls:

- NPA-NXX:** A dropdown menu with "Please Select" and a small text box for the NXX.
- State:** A text box.
- Rate Center:** A dropdown menu with "Please Select".
- Assigned:** A text box.
- Intermediate:** A text box.
- Reserved:** A text box.
- Aging:** A text box.
- Admin:** A text box.
- Notes/Assignee:** A large text area.
- Buttons:** "Add", "Cancel", and "Help" buttons at the bottom.

Figure 2.13

Step 2: Populate the U2 as shown in Figure 2.13 according to the status of that NXX.

NPA-NXX – This field is used to identify the central office code for which the user is reporting utilization. First, click on the **NPA-NXX** drop-down to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the user’s NAS profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on **Rate Center** to bring up a list of Rate Center Abbreviations for the NPA. Select the appropriate rate center for the code for which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields for the code. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 10,000 TNs.

Notes/Assignee – If the Intermediate field is populated, enter the name of the entity to which the primary carrier assigned intermediate numbers.

Step 3: After completing the utilization on the first NXX code, click the **Add** button on the U2 screen for the system to generate Available TNs and Utilization percentage as shown in Figure 2.14. In order to complete reporting for additional NXX codes, go back to the top of the screen, and fill out the data for the next NXX code.

U2: UTILIZATION REPORTING FORM FOR RURAL PRIMARY CARRIERS.

NPA-NXX -

State

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Check to remove	NPANXX	State	rate center	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	956 - 700	TX	EDINBURG	50	0	0	0	0	N		9950	0.50%

Figure 2.14

Step 4: When the reporting is complete on all NXX codes, click **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, select the **Rural Certification** button. The Rural Certification Form (Figure 2.15) will appear. The name and telephone number of an officer of the reporting carrier must be filled in on the Rural Certification Form. The service provider may re-type the officer name to satisfy the electronic signature requirement. When completing a U2, filling out the Rural Certification Form is required prior to submitting the NRUF to NANPA.

RURAL CERTIFICATION FORM

This form must be completed by an officer of the reporting company.

I, certify that Fictional Co. operating as a Other Mobile Service Provider is "Rural telephone company" as defined in the Communications Act, 47 U.S.C. § 153(37). OCN = 007Y

Electronic Signature

Telephone Number

Figure 2.15

Step 6: After completing the Rural Certification Form, click **Save Certification** to return to the Company Information screen. If U2 is the last utilization form to be completed, fill out the appropriate forecast worksheet as described in section 2.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS.

2.1.1.3 U3: Utilization Reporting Form for Non-Rural Intermediate Carriers

The following section describes steps to take to complete the U3 worksheet. This worksheet is completed by non-rural intermediate carriers to report on all numbering resources received from another carrier.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click **Enter Utilization data** to bring up the list of Utilization worksheets. Select the U3, then **Go to Worksheet** to bring up the U3 screen (Figure 2.16).

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX	Please Select: ▾ - <input type="text"/>
1000 block	0 ▾
Rate Center	Please Select: ▾
Assigned	<input type="text"/>
Intermediate	<input type="text"/>
Reserved	<input type="text"/>
Aging	<input type="text"/>
Admin	<input type="text"/>
Numbers received	<input type="text"/>
Notes/Assignee	<input type="text"/>

Figure 2.16

Step 2: Populate the U3 as shown in Figure 2.16 according to the status of the numbers received directly from another carrier. Reporting is at the thousands-block level.

NPA-NXX – This field is used to identify the CO code for which the user is reporting utilization. First, click on the **NPA-NXX** drop-down to bring up the list of NPAs. Select an NPA from the list loaded from your NAS user profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

1000 block - Identify the thousands-block (1000 block or “X”) of the NXX for which the user is reporting utilization. Click on the **1000 block** field and select from 0,1,2,3,4,5,6,7,8, or 9 for this field.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations for the NPA. Select the appropriate rate center for the thousands-block.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the usage of the numbers received for the thousands-block. Any of the fields not populated will automatically be populated with zero (0). The total for all categories cannot exceed 1000 TNs.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per thousands-block is 1000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing the utilization on the first 1000 block, click the **Add** button on the U3 screen for the system to generate the quantity of Available TNs and the Utilization percentage (Figure 2.17). To complete reporting for additional 1000 blocks, go back to the top of the screen and fill out the data for the next thousands-block.

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX -
 1000 block
 Rate Center
 Assigned
 Intermediate
 Reserved
 Aging
 Admin
 Numbers received
 Notes/Assignee

Check to remove	NPANXX	X rate center	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	703 - 804	1 OCCOQUAN 99	0	0	0	0	0	500	Made-Up SP	401	19.80%

Figure 2.17

Please note the following common mistakes when populating the U3. These validation errors must be corrected to complete reporting on the thousands-block. If the user is presented with a validation error as shown in Figure 2.18, the error must be corrected for the block utilization to be accepted:

- Reporting on more numbers than are listed in the Numbers Received field
- Failure to complete Notes/Assignee field

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX	414	-	511
1000 block	4		
Rate Center	KENOSHA		
Assigned	300		
Intermediate	0		
Reserved	0		
Aging	0		
Admin	0		
Numbers received	200	Utilization reported equals more than the numbers received.	
Notes/Assignee	Please identify Assignee.		

Figure 2.18

Step 4: When you have completed reporting on all intermediate numbers, click **Completed Worksheet** to return to the Company Information screen.

Step 5: If the user has also completed a U1 and/or U2 worksheet, the user should now proceed to complete a forecast worksheet as described in section 2.1.2.

If the user is solely an intermediate carrier and is not reporting on a U4, the user should click the **Submit to NANPA** button after completion of the U3 and receive a tracking number. Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Utilization Report as described in section 6.3.

2.1.1.4 U4: Utilization Reporting Form for Rural Intermediate Carriers

The following section describes steps to complete the U4 worksheet. This worksheet is completed by rural intermediate reporting carriers to report on numbering resources received from another carrier.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on **Enter Utilization data** to bring up the list of Utilization worksheets. Select the U4, and then select **Go to Worksheet** to bring up the U4 screen as shown in Figure 2.19.

U4: UTILIZATION REPORTING FORM FOR RURAL INTERMEDIATE CARRIERS

The screenshot shows a web form titled "U4: UTILIZATION REPORTING FORM FOR RURAL INTERMEDIATE CARRIERS". The form contains the following fields and controls:

- NPA-NXX**: A dropdown menu with "Please Select: v" and a text input box.
- State**: A text input box.
- Rate Center**: A dropdown menu with "Please Select: v".
- Assigned**: A text input box.
- Intermediate**: A text input box.
- Reserved**: A text input box.
- Aging**: A text input box.
- Admin**: A text input box.
- Numbers received**: A text input box.
- Notes/Assignee**: A larger text input box.

At the bottom of the form are three buttons: "Add", "Cancel", and "Help". A mouse cursor is visible over the "Rate Center" dropdown menu.

Figure 2.19

Step 2: Populate the U4 as shown in Figure 2.19 according to the usage of the numbers received from another carrier. Reporting is at the CO code (10,000 TN) level.

NPA-NXX – This field is used to identify the NXX for which the user is reporting utilization. First, click on the **NPA-NXX** drop-down to bring up the list of NPAs. Select an NPA from this list which was loaded from the NAS user profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations. Select the appropriate rate center for the code.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the code for which the user is reporting utilization. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 10,000 TNs.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per code is 10,000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing the utilization on the first code, click the **Add** button for the system to generate Available TNs and Utilization percentage as shown in Figure 2.20. To complete reporting for additional codes, go back to the top of the screen, and repeat the process for the next code.

U4: UTILIZATION REPORTING FORM FOR RURAL INTERMEDIATE CARRIERS

NPA-NXX: 208 - 700
 State: ID
 Rate Center: WALLACE
 Assigned: 70
 Intermediate: 0
 Reserved: 0
 Aging: 0
 Admin: 0
 Numbers received: 300
 Notes/Assignee: ZYX Made-Up Corp.

Add Help

Check to remove	NPA-NXX	State	rate center	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	208 - 611	ID	SWEET	78	0	0	0	0	100	ZYX Made-Up Corp.	22	78.00%

Completed Worksheet Remove Back

Figure 2.20

Step 4: When you have completed adding data on the U4, click **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if you have not previously completed the Rural Certification Form, pick the **Rural Certification Form** as described in section 2.1.1.2 and complete it prior to submitting the Form 502 to NANPA.

Step 6: If you have also completed a U1 and/or U2 worksheet, you should now proceed to complete a forecast worksheet as described in section 2.1.2.

If the user is solely as a rural intermediate carrier, the user should click **Submit to NANPA** to submit the NRUF after completing the U4 and receive a tracking number.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run the Utilization Report as described in section 6.3.

2.1.2 Create Geo 502 – Completing Forecast

2.1.2.1 Form 1a: Forecast Reporting Form for Pooling Carriers for Initial Thousand Blocks

The following section describes steps to take to complete the F1a worksheet. This worksheet is used by a carrier to forecast requirements for an initial thousands-block (NPA-NXX-X) in areas where the carrier is participating in pooling.

Step 1: On the bottom of the Company Information page (Figure 2.21), after completing the Company Information, click on the **Enter Forecast data** down-arrow to bring up the list of Forecast worksheets. Select the F1a, and then select **Go to Worksheet**.

The screenshot shows a web interface with two dropdown menus. The first is labeled 'Enter Utilization data:' and the second is 'Enter Forecast data:'. The 'Enter Forecast data:' dropdown is open, displaying a list of options:

- F1A: Forecast Reporting Form for Pooling Carriers for initial thousand blocks (highlighted)
- F1B: Forecast Reporting Form for Pooling Carriers for growth thousand blocks
- F2A: Forecast Reporting Form for Non-Pooling Carriers in Pooling areas for initial NXX codes
- F2B: Forecast Reporting Form for Non-Pooling Carriers in Pooling areas for Growth NXX codes
- F3A: Forecast Reporting Form for Carriers in Non-Pooling areas for initial NXX codes
- F3B: Forecast Reporting Form for Carriers in Non-Pooling areas for Growth NXX codes

 Below the dropdowns are two buttons: 'Go To WorkSheet' and 'Submit to N'.

Figure 2.21

Step 2: Populate the F1a as shown in Figure 2.22 according to NPA, State, Rate Center, and Year in which the carrier is forecasting a need for an initial thousands-block.

The screenshot shows the title 'F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS'. Below the title are several input fields:

- NPA: A dropdown menu with 'Please Select.' and a downward arrow.
- State: A text input field.
- Rate Center: A dropdown menu with 'Please Select.' and a downward arrow.
- Year 1, Year 2, Year 3, Year 4, Year 5: Five text input fields.

 At the bottom of the form are three buttons: 'Add', 'Cancel', and 'Help'.

Figure 2.22

NPA - Click on the **NPA** field to bring up the list of NPAs. Select an NPA from the list of NPAs loaded from the NAS user profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on the **Rate Center** down-arrow to bring up a list of Rate Center Abbreviations. Select the rate center for the area the user is forecasting a need for the initial thousands-block.

Year 1, Year 2, Year 3, Year 4, Year 5 – Enter “1” in the applicable year. Please note that since this is a forecast for an initial thousands-block, the user can only populate a forecast for one thousands-block in total for the rate center. The user may enter “1” in Year 1, Year 2, Year 3, Year 4 or Year 5. If more than one thousands-block is forecasted for the rate center, the user must complete Form F1b as described in section 2.1.2.2.

Step 3: After completing the initial thousand block forecast for the first rate center, click the **Add** button. Please note that the Total is a maximum of 1 for all 5 years on the F1a worksheet. To complete reporting for additional initial thousands-blocks, go back to the top of the screen and repeat step 2 for the additional rate center(s).

If a carrier reports a forecast for more than one initial thousands-block per year or more than one in total while populating the F1a, a validation error will be generated (Figure 2.23).

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

NPA: 442
 State: CA
 Rate Center: SHOSHONE

Year 1: 0
 Year 2: 0
 Year 3: 8 *Forecast is out of range.*
 Year 4: 0
 Year 5: 0 *Forecast total is out of range.*

Buttons: Add, Cancel, Help

Figure 2.23

These errors must be corrected to add the rate center to the forecast (Figure 2.24).

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

NPA: 442
 State: CA
 Rate Center: SHOSHONE

Year 1: 1
 Year 2: 0
 Year 3: 0
 Year 4: 0
 Year 5: 0

Buttons: Add, Help

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	442	CA	SHOSHONE	1	0	0	0	0	1

Buttons: Completed Worksheet, Remove, Back

Figure 2.24

Step 4: When the user has completed adding forecasts, click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should click on **Submit to NANPA**. The user will receive a tracking number upon successful completion as shown in Figure 2.25.

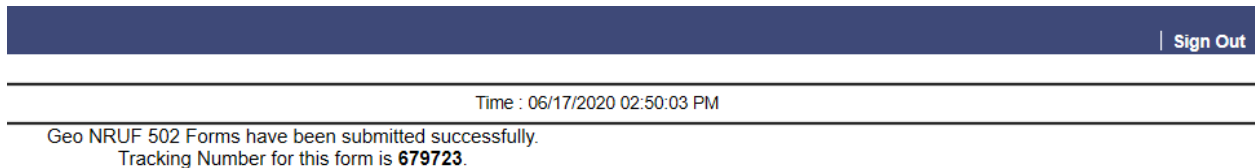


Figure 2.25

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

Service providers who have more than one SP OCN in their NAS profiles may receive a warning message (Figure 2.26) if the SP OCN in their on-line submission is changed before submitting the NRUF:

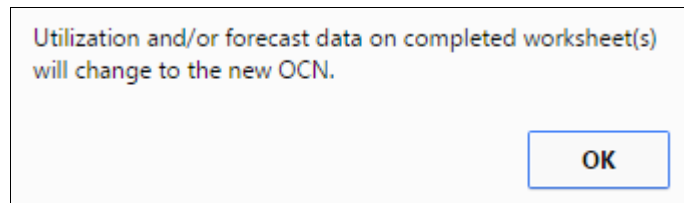


Figure 2.26

This warning is to remind the user that all of the NRUF data in the completed worksheets of the NRUF will be applied to the last SP OCN selected.

2.1.2.2 Form F1b: Forecast Reporting Form for Pooling Carriers for Growth Thousand Blocks

The following section describes steps to take to complete the F1b worksheet. This worksheet is used by a pooling carrier to forecast requirements for growth thousands-blocks (NPA-NXX-Xs) beyond the initial for a particular rate center.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the **Enter Forecast data** down-arrow to bring up the list of Forecast worksheets. Select the F1b, and then select **Go to Worksheet** to bring up the F1b screen.

Step 2: Populate the F1b as shown in Figure 2.27 according to NPA, State, and Rate Center in which the service provider is forecasting a need for growth thousands–blocks.

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Override forecast values : Yes No

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 2.27

Override forecast values - A forecast of more than 50 growth thousands-blocks in any one year will require the user to certify the need for more than 50 by clicking the **Yes** button. The selection is defaulted to **No**.

NPA - Click on the **NPA** field to bring up the list of NPAs. Select an NPA from the list of NPAs loaded from the NAS user profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations. Select the Rate Center for which the user is forecasting a need for growth thousands-blocks.

Year 1, Year 2, Year 3, Year 4, Year 5 - Enter the quantity of thousands-blocks forecasted for the applicable year. Please note that quantity entered is for thousands-blocks, not TNs (i.e., “1” is a forecast for 1000 growth TNs in the selected rate center).

A validation error will be displayed if the user forecasts a need for over 50 thousands-blocks in any year and **Override forecast values** is set to **No** (Figure 2.28).

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Override forecast values : Yes No

NPA: 212

State: NY

Rate Center: NWYRCYZN01

Year 1: 100 Forecast is out of range.

Year 2: 0

Year 3: 0

Year 4: 0

Year 5: 0

Figure 2.28

Figure 2.29 shows the accepted forecast of over 50 thousands-blocks if the user certifies the need for over 50 thousands-blocks in any one year.

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Override forecast values : Yes No

NPA: 972

State: TX

Rate Center: PLANO

Year 1: 55

Year 2: 0

Year 3: 0

Year 4: 0

Year 5: 0

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	972	TX	PLANO	55	0	0	0	0	55

Figure 2.29

Step 3: After completing the growth thousands-block forecast for the first rate center, click the **Add** button for the system to generate Total 1K blocks. In order to complete forecasts for additional rate centers, go to the top of the screen, and repeat step 2.

Step 4: When the user has completed reporting forecast requirements for growth thousands-blocks, click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should click on **Submit to NANPA**. The user will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

2.1.2.3 Form F2a: Forecast Reporting Form for Non-Pooling Carriers in Pooling Areas for Initial NXX Codes

The following section describes steps to take to complete the F2a worksheet. This worksheet is completed by a carrier to forecast requirements for an initial CO code (NXX) in area(s) where the service provider is not participating in pooling.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the **Enter Forecast data** down-arrow to bring up the list of Forecast worksheets. Select the F2a, and then select **Go to Worksheet** to bring up the F2a screen as shown in Figure 2.30 below.

Step 2: Populate the F2a according to the NPA, State, and Rate Center in which the service provider is forecasting a need for an initial NXX code.

The screenshot shows a web form titled "F2A: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR INITIAL NXX CODES". The form contains the following fields and controls:

- NPA:** A dropdown menu with "Please Select." as the current selection.
- State:** A text input field.
- Rate Center:** A dropdown menu with "Please Select." as the current selection.
- Year 1:** A text input field.
- Year 2:** A text input field.
- Year 3:** A text input field.
- Year 4:** A text input field.
- Year 5:** A text input field.
- Buttons:** "Add", "Cancel", and "Help" buttons are located at the bottom left of the form.

Figure 2.30

NPA - Click on the **NPA** field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS user profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations. Select the rate center for the area in which the user is forecasting a need for an initial code.

Year 1, Year 2, Year 3, Year 4, Year 5 – Enter “1” in the applicable year. Please note that since this is a forecast for an initial code (NXX), the user can only populate a forecast of a maximum of one code in total for the rate center. The user may enter “1” in either Year 1, Year 2, Year 3, Year 4 or Year 5. If more than one code is forecasted for the rate center, the user must complete Form F2b as described in section 2.1.2.4.

Step 3: After completing the initial NXX code for the first rate center, click the **Add** button for the system to generate the Total NXX(s) as shown in Figure 2.31. To forecast for other rate centers, go back to the top of the screen and repeat step 2.

F2A: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR INITIAL NXX CODES

NPA: 907
 State: AK
 Rate Center: NORTH POLE
 Year 1: 1
 Year 2: 0
 Year 3: 0
 Year 4: 0
 Year 5: 0

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	907	AK	ARCTIC VLG	1	0	0	0	0	1
<input type="checkbox"/>	907	AK	KENAI	0	1	0	0	0	1

Figure 2.31

Step 4: When the user has completed reporting forecast requirements for the initial NXX code(s), click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should click on **Submit to NANPA**. The user will receive a tracking number upon successful completion.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

2.1.2.4 Form F2b: Forecast Reporting Form for Non-Pooling Carriers in Pooling Areas for Growth NXX Codes

The following section describes steps to complete the F2b worksheet. This worksheet is completed by a service provider to forecast requirements for growth CO codes (NXXs) beyond the initial code in rate centers where the carrier is not participating in pooling.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the **Enter Forecast data** down-arrow to bring up the list of Forecast worksheets. Select the F2b, and then select **Go to Worksheet** to bring up the screen as shown in Figure 2.32.

F2B: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR GROWTH NXX CODES

Override forecast values: Yes No

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 2.32

Step 2: Populate the F2b according to NPA, State, and Rate Center in which the non-pooling service provider is forecasting a need for growth NXX codes.

Override forecast values - A forecast of more than 50 growth codes in any one year will require the user to certify the need for more than 50 by clicking the **Yes** button. The selection is defaulted to **No**.

NPA - Click on the **NPA** field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS user profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Rate Center – Click on the **Rate Center** field to bring up a list of Rate Center Abbreviations. Select the Rate Center for the area the user is forecasting a need for the growth NXX code(s).

Year 1, Year 2, Year 3, Year 4, Year 5 - Enter the quantity of codes forecasted for the applicable year. Please note that quantity entered is for codes, not TNs (i.e., “1” is a forecast for 10,000 growth TNs in the selected rate center).

Step 3: After completing the growth code forecast for the first rate center, click the **Add** button at the bottom of the F2b screen for the system to generate Total NXX(s). To complete reporting additional forecasts, go to the top of the screen (Figure 2.33), and repeat step 2 for additional rate center(s).

F2B: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR GROWTH NXX CODES

Override forecast values : Yes No

NPA: 205

State: AL

Rate Center: VERNON

Year 1: 4

Year 2: 0

Year 3: 0

Year 4: 0

Year 5: 0

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	205	AL	ONEONTA	4	0	0	0	0	4

Figure 2.33

Step 4: When the user has completed reporting forecasts for growth NXXs, click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should click on **Submit to NANPA**. The user will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

2.1.2.5 Form F3a: Forecast Reporting Form for Carriers in Non-Pooling Areas for Initial NXX Codes*

** Please note this worksheet should only be used by those service providers reporting a forecast for NPAs 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam) or 684 (American Samoa).*

The following section describes steps to take to complete the F3a worksheet. This worksheet is completed by a service provider to forecast requirements for an initial CO code (NXX) in area codes where pooling has not been implemented.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the **Enter Forecast data** down-arrow to bring up the list of Forecast worksheets. Select the F3a, and then select **Go to Worksheet** to bring up the F3a screen (Figure 2.34).

F3A: FORECAST REPORTING FORM FOR CARRIERS IN NON-POOLING AREAS FOR INITIAL NXX CODES

NPA

State

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 2.34

Step 2: Click the **NPA** field to choose the non-pooling NPA for the forecast. The screen will refresh to show the corresponding two-letter state/territory abbreviation.

Step 3: After entering “1” in the applicable year for the NPA, click the **Add** button for the system to generate the Total NXX(s) as shown in Figure 2.35. Note that since the forecast is for an initial code, a maximum of 1 NXX is allowed in the forecast for all years. To complete additional forecasts for other NPAs in non-pooling areas, go back to the top of the screen, and repeat step 2.

F3A: FORECAST REPORTING FORM FOR CARRIERS IN NON-POOLING AREAS FOR INITIAL NXX CODES

NPA

State

Year 1

Year 2

Year 3

Year 4

Year 5

Check to remove	NPA	State	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	670	NN	1	0	0	0	0	1

Figure 2.35

Step 4: When the user has completed the forecast for the applicable NPA(s), click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should

click on **Submit to NANPA**. The user will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

2.1.2.6 Form F3b: Forecast Reporting Form for Carriers in Non-Pooling Areas for Growth NXX Codes*

** Please note this worksheet should only be used by those service providers reporting a forecast for NPAs 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam) or 684 (American Samoa).*

The following section describes steps to take to complete the F3b worksheet. This worksheet is completed by service providers to forecast requirements for growth CO Codes (NXXs) in areas where pooling has not been implemented.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on **Enter Forecast data** to bring up the list of Forecast worksheets. Select the F3b, and then select **Go to Worksheet** to bring up the F3b worksheet (Figure 2.36).

F3B: FORECAST REPORTING FORM FOR CARRIERS IN NON-POOLING AREAS FOR GROWTH NXX CODES

Override forecast values : Yes No

NPA

State

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 2.36

Step 2: Populate the F3b according to NPA and State in which the non-pooling service provider is forecasting a need for growth NXX codes in a non-pooling area.

Override forecast values - A forecast of more than 100 growth codes in any one year will require the user to certify the need for more than 100 by clicking the **Yes** button. The selection is defaulted to **No**.

NPA - Click on the **NPA** field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS user profile. The screen will refresh and load the State Abbreviation based on the NPA selected.

State – This field is pre-populated with the two-letter state abbreviation based on the NPA selected.

Year 1, Year 2, Year 3, Year 4, Year 5 - Enter the quantity of codes forecasted for the applicable year. Please note that quantity entered is for codes, not TNs (i.e., “1” is a forecast for 10,000 growth TNs in the selected NPA).

Step 3: After completing the growth NXXs for the NPA, click the **Add** button for the system to generate the Total NXX(s). To complete forecasts for other NPAs, go back to the top of the screen and repeat step 2 for the additional NPAs.

Note that if the user selects a pooled NPA for the F3b, a validation error will result (Figure 2.37).

Figure 2.37

To correct this error, select a non-pooled NPA (Figure 2.38):

Check to remove	NPA	State	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	671	GU	2	1	0	0	0	3

Figure 2.38

Step 4: When the user has completed the worksheet, click **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should click **Submit to NANPA**. User will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

3.0 Modify/Delete Geo 502

Using the on-line interface, service providers can add, modify or delete accepted NRUF data for the current reporting cycle by service provider OCN. This applies to all NRUF data, regardless of the submission method (i.e., on-line, email, FTP, etc.)

At the end of each NRUF cycle, accepted data will be archived and the user will not be able to add, modify or delete data for NRUF submissions from the previous cycle. Per the record-keeping requirements described in the Job Aid documents, service providers are required to maintain internal records of their numbering resources pertaining to their NRUF filings for a period of not less than five years.

3.1 Modify/Delete Geo 502 - ADD Action

The following section describes the general steps to add data to a Geo Form 502 submitted for the current reporting cycle.

3.1.1 Adding Forecast Data

Step 1: To add a forecast to a Geo Form 502 and submit it to NANPA, click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options (Figure 3.1).

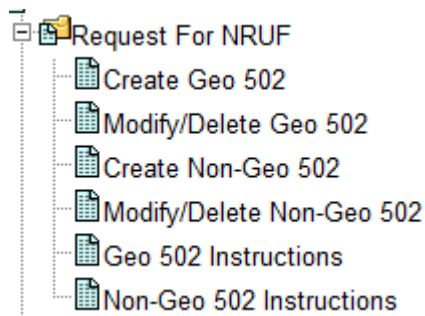


Figure 3.1

Step 2: Click on **Modify/Delete Geo 502**. The main page with Company Information will be displayed as shown below in Figure 3.2.

THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE CHANGE OF GEOGRAPHIC FORM 502

This report contains twelve forms for collecting utilization and forecast data from carriers.

All carriers should file at least two forms: (1) one company information form; (2) either one utilization data form or one forecast data form. Many carriers will need to file more than one utilization or forecast form. For example, carriers that receive numbers from both the Numbering Administrator and another carrier must file separate Primary and Intermediate carrier forms.

Which forms should be filed is determined by whether the carrier is:

- 1) a Primary or Intermediate Carrier;
- 2) a Rural or Non-Rural Carrier;
- 3) a Pooling or Non-Pooling Carrier;
- 4) in a Pooling or Non-Pooling Area;
- 5) reporting Initial or Growth Codes.

Your company information is displayed below.

Reporting Date:	February 2020
Parent Company Name*:	<input type="text" value=""/>
Service Provider Name*:	<input type="text" value="New Company - Test"/>
Company Address*:	<input type="text" value="555 P St"/>
Address 2:	<input type="text" value=""/>
City*:	<input type="text" value="Au Train"/>
State*:	<input type="text" value="MI"/>
Zip*:	<input type="text" value="49923"/>
Contact Name*:	<input type="text" value="NRUF Filer"/>
Contact Telephone number*:	<input type="text" value="111-789-0000"/>
Fax number:	<input type="text" value="111-888-9999"/>
E-mail*:	<input type="text" value="NRUF2Filer@502.com"/>
Parent Company OCN*:	<input type="text" value="007Z"/>
Service Provider OCN*:	<input type="text" value="Please Select"/>
Service Provider FRN*:	<input type="text" value=""/>
Service Provider Type*:	<input type="text" value="Please Select"/>
Enter Utilization data:	<input type="text" value=""/>
Enter Forecast data:	<input type="text" value=""/>

Figure 3.2

Please note that any field marked with a red asterisk (*) is a required field and must be populated in order to proceed.

Step 3: Populate the required Company Information and choose **Enter Forecast data** to select a forecast worksheet (e.g., F1a). After selecting the worksheet, click **Go to WorkSheet**.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code: Please select one
ADD
MODIFY/DELETE

Figure 3.3

Step 4: To add a new forecast, click the **ADD** option from the **Enter Action Code** field (Figure 3.3).

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code: ADD

NPA Please Select: ▾

State

Rate Center Please Select: ▾

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 3.4

Step 5: To add to the previously-submitted NRUF forecast, select the NPA and rate center and put “1” in any year for the F1a (Figure 3.4). NAS will check if the reporting carrier had previously provided a forecast for the current NRUF cycle. If there is no existing forecast for the rate center, the addition can be made.

Step 6: Click the **Add** button to see the addition to the forecast as shown in Figure 3.5. Repeat steps 4 and 5 if additional rate centers are to be added to the forecast. When finished, click **Completed Worksheet** to return to the Company Information screen.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Check to remove	Action	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	Add	326	OH	LAURA	1	0	0	0	0	1

Figure 3.5

Step 7: At the Company Information screen, if the user has completed the applicable updates to the Form 502, the user should click on **Submit Update to NANPA** (Figure 3.6).

Enter Utilization data:

Enter Forecast data:

Figure 3.6

A tracking number will be displayed for the update (Figure 3.7).

Time : 06/18/2020 01:49:30 PM

Geo NRUF 502 Forms have been updated successfully.
Tracking Number for this form is **679807**.

Figure 3.7

Please note that if the requested forecast addition to the selected worksheet already exists for the current NRUF cycle, a notice will be shown (Figure 3.8) stating that the addition cannot be made because a forecast has already been submitted.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Record already submitted for the cycle

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 3.8

If the user wishes to modify or delete the submitted forecast, then the **MODIFY/DELETE** action should be selected instead of the **ADD** action as described in section 3.2.

3.1.2 Adding Utilization Data

Step 1: To add utilization data to a Geo Form 502 and submit it to NANPA, click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and choose **Enter Utilization data** to select a worksheet (e.g., U1).

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code: Please select one
ADD
MODIFY/DELETE

Cancel

Figure 3.9

Step 4: Click **Go to Worksheet** and then the **ADD** option from the **Enter Action Code** field (Figure 3.9).

Step 5: At the screen in Figure 3.10, the user can add utilization to the selected worksheet and NAS will check if the service provider has already submitted a utilization report for the current NRUF cycle. If there is no existing utilization report, the addition can be made.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code: ADD ▾

NPA-NXX Please Select: ▾

1000 block 0 ▾

Rate Center Please Select: ▾

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Add
Cancel
Help

Figure 3.10

Step 6: Click the **Add** button to add the new utilization as shown in Figure 3.11. Then click **Completed Worksheet** to return to the Company Information screen.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Add	339 - 339	3	SAUGUS	777	0	0	0	0	N		223	77.70%

Figure 3.11

Step 7: At the Company Information screen, if the user has completed all applicable updates to the NRUF, the user should click **Submit Update to NANPA**. A tracking number will be displayed for the update.

Please note that when adding utilization data to an NRUF using a U2 or U4, NAS will require the user to complete a Rural Certification Form.

If the utilization addition already exists in the reporting carrier’s NRUF, a notice will be shown (Figure 3.12) stating that the addition cannot be made because utilization data already exists for the thousands-block in question.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Record already submitted for the cycle

NPA-NXX

1000 block

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Figure 3.12

If the user wishes to modify or delete a previously-submitted utilization report, then the **MODIFY/DELETE** action must be selected (see section 3.2.2).

3.2 Modify/Delete Geo 502 - Modify/Delete Action

The following section describes the general steps to modify or delete previously-submitted geographic NRUF data for the current reporting cycle.

3.2.1 Modify/Delete Forecast Data

Step 1: To modify or delete an existing forecast, click the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and choose the forecast worksheet by selecting **Enter Forecast data**. Click on **Go to Worksheet**.

Step 4: To modify an existing forecast, select the **MODIFY/DELETE** option from the **Enter Action Code** field, as shown in Figure 3.13 for an F1b, to make the desired modification.

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Enter Action Code:

Override forecast values : Yes No

NPA

Rate Center

Figure 3.13

Step 5: Choose **NPA** and **Rate Center**, and then click **Get Data** to bring up the previously-submitted data for modification (Figure 3.14).

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Enter Action Code:

Override forecast values : Yes No

NPA

Rate Center

State

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 3.14

A forecast of more than 50 growth thousands-blocks in any one year will require the user to certify the need for more than 50 by clicking the **Yes** button for **Override forecast values**.

Step 6: After modifying the applicable data, click **Update** to modify the forecast. The screen in Figure 3.15 will appear.

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Enter Action Code:

Check to remove	Action	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	Modify	747	CA	GLENDALE	2	0	0	0	0	2

Figure 3.15

Step 7: To delete a forecast, retrieve the forecast as described in step 5.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

NPA

Rate Center

State

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 3.16

Select **Delete** (Figure 3.16). The forecast will be displayed with an action of “Delete” (Figure 3.17):

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Check to remove	Action	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	Delete	747	CA	CANOGAPARK	1	0	0	0	0	1

Figure 3.17

Step 8: When the modification and/or deletion are completed, click **Completed Worksheet** to return to the Company Information screen.

If the user attempts to retrieve a forecast that was not previously submitted, the user will be presented with a validation error (Figure 3.18).

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Enter Action Code:

Override forecast values : Yes No

NPA

Rate Center

No Such Record found in the database ←

Figure 3.18

To remedy the error, the user should enter an NPA and rate center for a previously-submitted forecast.

Step 9: At the Company Information screen, click **Submit Update to NANPA** to complete the update and receive a tracking number.

3.2.2 Modify/Delete Utilization Data

Step 1: To modify or delete utilization data that was previously submitted for the current reporting cycle, click the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and then choose the Utilization worksheet with the data to be modified from the **Enter Utilization data** field. Click on **Go to Worksheet**.

Step 4: To modify utilization that was previously reported for the current reporting cycle, select the **MODIFY/DELETE** option from the **Enter Action Code** field as shown in Figure 3.19 for a U1.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

1000 block

Figure 3.19

Step 5: Enter the **NPA-NXX** and **1000 block** to be modified, then click **Get Data** (Figure 3.20).

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

1000 block

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Figure 3.20

After making the applicable changes, click **Update** to see the applicable changes (Figure 3.21).

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Modify	339 - 339	3	SAUGUS	777	0	0	25	15	N		183	77.70%

Figure 3.21

To delete a thousands-block, retrieve it per steps 4 and 5, and select the **Delete** button (Figure 3.22).

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

1000 block

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Figure 3.22

The “Delete” action appears for the thousands-block (Figure 3.23):

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Delete	217-911	0	LUDLOW	22	0	0	0	0			978	2.20%

Figure 3.23

Step 6: Click **Completed Worksheet** to return to the Company Information screen.

Step 7: At the Company Information screen, click **Submit Update to NANPA** to complete the modification and/or deletion and receive a tracking number.

Please note that when modifying or deleting utilization data using a U2 or U4, NAS will require the user to complete a Rural Certification Form.

4.0 Create Non-Geo 502

This section discusses the creation of a Non-Geographic Form 502 for reporting utilization and forecast data on 5XX NXX and 900 NXX codes.

The user must be registered in NAS and have selected NRUF as a resource subscription when registering. More information on registration is available by calling the NANPA Customer Support Desk at 866-623-2282.

Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the criteria indicated in the field requirements listed below.

Step 1: After logging in to NAS, click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options (Figure 4.1).

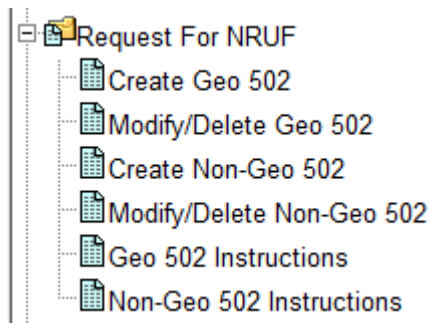


Figure 4.1

Step 2: Click on **Create Non-Geo 502**. The main page with Company Information will be displayed as shown below in Figure 4.2.

THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE SUBMISSION OF NON-GEOGRAPHIC FORM 502

This report contains forms for collecting utilization and forecast data from carriers on 5YY/5XX and 9YY Non-Geographic codes. Primary 5YY/5XX and 9YY reporting carriers must complete the company information page, the U2 for primary reporting carriers to provide utilization data, and the F3b for primary reporting carriers to provide forecast data. Intermediate 5YY/5XX and 9YY reporting carriers must complete the company information page and the U4 for intermediate carriers to provide utilization data on the numbers another carrier has assigned to the intermediate reporting carrier.

Your company information is displayed below.

Reporting Date:	February 2020
Parent Company Name*:	<input type="text"/>
Service Provider Name*:	New Company - Test
Company Address*:	555 P St
Address 2:	<input type="text"/>
City*:	Au Train
State*:	MI
Zip*:	49923
Contact Name*:	NRUF Filer
Contact Telephone number*:	111-789-0000
Fax number:	111-888-9999
E-mail*:	NRUF2Filer@502.com
Parent Company OCN*:	007Z <input type="button" value="v"/>
Service Provider OCN*:	Please Select <input type="button" value="v"/>
Service Provider FRN*:	<input type="text"/>
Service Provider Type*:	Please Select <input type="button" value="v"/>
Enter Utilization data:	<input type="button" value="v"/>
Enter Forecast data:	<input type="button" value="v"/>

Figure 4.2

Step 3: Populate the Company Information.

Parent Company Name – Enter the highest parent company for which the reporting carrier is reporting data. If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name. This field is editable.

Service Provider Name – This field is pre-populated from your NAS user profile but is editable. The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the SP OCN, as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

Company Address, Address 2, City, State, Zip, Contact Name, Contact Tel. No. and Fax No. – These fields are pre-populated from your NAS user profile and are editable.

Email – This field is pre-populated from your NAS user profile and is not editable.

Parent Company OCN – If there is one Parent Company OCN in the NAS user profile, that OCN is pre-populated in this field. If there is more than one Parent Company OCN in the NAS user profile, select one of the OCNs from the drop-down menu. For more information on OCNs, please see the NRUF Non-Geographic Job Aid.

Service Provider OCN – Click on the OCN field to bring up the list of Service Provider OCNs associated with the NAS user profile. Select an OCN from this list.

Service Provider FRN – This field must be populated with the Service Provider’s FCC Registration Number. Exactly 10 digits must be entered in this field. More detailed information regarding the FRN is available in the NRUF Non-Geographic Job Aid.

Service Provider Type – Click on the Service Provider Type field to bring up a menu to pick one of the SP Service Types listed (Figure 4.3).

The screenshot shows a web form with several input fields. The 'Service Provider Type*' field is open, displaying a dropdown menu with the following options: 'Please Select:', 'CAP OR CLEC', 'Incumbent Local Exchange Carrier (ILEC)', 'Interconnected VoIP', 'Interexchange Carrier (IXC)', 'Other Local (Shared-Tenant, Private Carriers)', 'Local Reseller', 'Other Mobile Service Provider', 'Paging and Messaging', 'Satellite Service Providers', 'SMR Dispatch', 'Wireless Data Service Provider', and 'Wireless Telephony (Cellular, PCS, SMR)'. Below the dropdown are two more dropdown menus labeled 'Enter Utilization data:' and 'Enter Forecast data:'. At the bottom of the form are four buttons: 'GoTo WorkSheet', 'Submit to NANPA', 'Cancel', and 'Help'.

Figure 4.3

4.1 Create Non-Geo 502 – Completing Utilization and Forecast

The next step in submitting the Non-Geo 502 involves completion of the appropriate utilization and/or forecast worksheets.

Primary 5XX/900 reporting carriers must complete the U2 to provide utilization data and the F3b to provide forecast data. Intermediate 5XX/900 reporting carriers must complete U4 to provide utilization data on numbers from 5XX and/or 900 NXX codes received from another carrier.

Reporting carriers may file more than one utilization form. For example, reporting carriers that receive numbers from both NANPA and another carrier must report as both a Primary and an Intermediate Reporting carrier. If the reporting carrier operates solely as an Intermediate carrier, then that carrier only completes the U4.

4.1.1 Create Non-Geo 502 – Completing Utilization

4.1.1.1 U2: Utilization Reporting Form for Primary Carriers

This section describes steps to take to complete the U2 worksheet. Primary reporting carriers use this worksheet to report on all 5XX and/or 900 numbering resources assigned to them by the NANPA.

Step 1: On the bottom of the Company Information page, click on the **Enter Utilization data** down-arrow to bring up the list of Utilization worksheets. Select the U2 and then **Go to Worksheet** to bring up the screen as shown in Figure 4.4.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

The screenshot shows a web form titled "U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS." The form contains the following elements:

- NPA-NXX:** A dropdown menu with the text "Please Select:" and a small arrow, followed by a text input field.
- Assigned:** A text input field.
- Intermediate:** A text input field.
- Reserved:** A text input field.
- Aging:** A text input field.
- Admin:** A text input field.
- Notes/Assignee:** A larger text input field.
- Buttons:** Three buttons labeled "Add", "Cancel", and "Help" are positioned at the bottom of the form.

Figure 4.4

Step 2: Populate the U2 according to the utilization of numbers in the 5XX and/or 900 NXX codes.

NPA-NXX – Fill in the 5XX or 900 NXX for which the user is reporting utilization. The user will only be able to add an NXX between 200 and 999, inclusively.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the NXX for which the user is reporting utilization. Any of these fields not populated will be automatically populated with zero (0).

Notes/Assignee – If the Intermediate field is populated, enter the name of the entity to which the primary carrier assigned intermediate numbers.

Step 3: After completing the utilization on the first NXX, click the **Add** button to generate Available TNs and the Utilization percentage as shown in Figure 4.5. To complete reporting for additional NXXs, go back to the top of the screen and repeat step 2 for the additional code(s).

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

NPA-NXX -

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Check to remove	NPANXX	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	588 - 711	3000	0	0	0	0	N		7000	30.00%

Figure 4.5

Step 4: When you have completed reporting on all 5XX and/or 900 NXX codes, click on **Completed Worksheet** to return to the Company Information screen. At this point, if U2 is the only non-geographic utilization worksheet to be completed, fill out the appropriate forecast worksheet as described in section 4.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS.

4.1.1.2 U4: Utilization Reporting Form for Intermediate Carriers

The following section describes the steps to complete the U4 worksheet. Intermediate carriers use this worksheet to report utilization of all 5XX and/or 900 numbering resources they have received from another service provider.

Step 1: On the bottom of the Company Information page, click on the **Enter Utilization data** field to bring up the list of Utilization worksheets. Select the U4 and then select **Go to Worksheet** to bring up the U4 screen as shown in Figure 4.6.

U4: UTILIZATION REPORTING FORM FOR INTERMEDIATE CARRIERS

The screenshot shows a web form titled "U4: UTILIZATION REPORTING FORM FOR INTERMEDIATE CARRIERS". On the left side, there is a mouse cursor icon. The form consists of the following fields:

- NPA-NXX**: A dropdown menu with the text "Please Select" and a small downward arrow, followed by a text input box.
- Assigned**: A text input box.
- Intermediate**: A text input box.
- Reserved**: A text input box.
- Aging**: A text input box.
- Admin**: A text input box.
- Numbers received**: A text input box.
- Notes/Assignee**: A larger text input box.

At the bottom of the form, there are three buttons: "Add", "Cancel", and "Help".

Figure 4.6

Step 2: Populate the U4 according to the status of the numbers received from the specific 5XX and/or 900 NXX code.

NPA-NXX – Fill in the 5XX NXX or 900 NXX for which the user is reporting utilization. The user will only be able to add an NXX between 200 and 999, inclusively.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs for each usage category from the 5XX or 900 NXX numbers received.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per code is 10,000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing utilization on the first NXX, click the **Add** button for NAS to generate Available TNs and the Utilization percentage as shown in Figure 4.7. To complete reporting for additional NXXs, go back to the top of the screen, and repeat step 2 for the additional codes.

U4: UTILIZATION REPORTING FORM FOR INTERMEDIATE CARRIERS

NPA-NXX -

Assigned

Intermediate

Reserved

Aging

Admin

Numbers received

Notes/Assignee

Check to remove	NPA-NXX	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	588 - 811	200	0	0	0	0	500	TTT Fake Firm	300	40.00%

Figure 4.7

Step 4: When you have completed reporting on all intermediate numbers, click on **Completed Worksheet** to return to the Company Information screen.

Step 5: If the user has also completed a U2 Utilization Worksheet, the user should now proceed to completing the F3b as described in section 4.1.2.

If the user is solely an intermediate carrier, the user should click **Submit to NANPA** after returning to the Company Information screen and receive a tracking number. Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Non-Geographic Utilization Report as described in section 6.7.

4.1.2 Create Non-Geo 502 – Completing Forecast

4.1.2.1 Form F3b: Forecast Reporting Form for Non-Geo NXX Codes

The following section describes steps to take to complete the F3b worksheet. Service providers use this worksheet to forecast 5XX and/or 900 NXX requirements.

Step 1: On the bottom of the Company Information page, click on the **Enter Forecast data** field. Select F3b and then **Go to Worksheet** to bring up F3b as shown in Figure 4.8.

F3B: FORECAST REPORTING FORM FOR NON-GEO NXX CODES

Override forecast values : Yes No

NPA	Please Select: ▾
Year 1	<input type="text"/>
Year 2	<input type="text"/>
Year 3	<input type="text"/>
Year 4	<input type="text"/>
Year 5	<input type="text"/>

Figure 4.8

Step 2: Populate the F3b as shown in Figure 4.8 according to the NPA for which the service provider is forecasting a need for 5XX or 900 codes.

Override forecast values – A forecast of more than 100 5XX or 900 codes in any one year will require the user to certify the need for more than 100 by clicking the **Yes** button. The selection is defaulted to **No**.

NPA – Click on the **NPA** field to bring up the list of NPAs. Select an NPA from the list of NPAs.

Year 1, Year 2, Year 3, Year 4, Year 5 – Enter the quantity of 5XX or 900 codes forecasted for the applicable year. Please note that quantity entered is for codes, not TNs (i.e., “1” is a forecast for 10,000 TNs for the selected NPA).

Step 3: After completing the amount of NXXs forecasted for the 5XX or 900 NPA, click the **Add** button to generate Total NXX(s) as shown in Figure 4.9. To provide a forecast for another NPA, go back to the top of the screen, and fill out the data for the next NPA.

F3B: FORECAST REPORTING FORM FOR NON-GEO NXX CODES

Override forecast values : Yes No

NPA:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Check to remove	NPA	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	525	3	0	0	0	0	3

Figure 4.9

Step 4: When the user has completed forecasting for the non-geographic NXXs, click on **Completed Worksheet** to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and/or forecast worksheets, and the user is ready to submit the NRUF, the user should click on **Submit to NANPA** (Figure 4.10).

Enter Utilization data:

Enter Forecast data:




Figure 4.10

The user will receive a tracking number if the submission has been accepted (Figure 4.11).

Time : 06/18/2020 03:39:44 PM

Non-Geo NRUF 502 Forms have been submitted successfully.
Tracking Number for this form is **679839**.

Figure 4.11

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Non-Geographic Forecast Report as described in section 6.7.

5.0 Modify/Delete Non-Geo 502

Using the on-line interface, reporting carriers can add, modify or delete accepted non-geographic NRUF data for the current reporting cycle by service provider OCN.

At the end of each NRUF cycle, non-geographic data will be archived and the user will not be able to add, modify or delete data from the previous cycle. Per the record-keeping requirements described in the Non-Geographic Job Aid, service providers are required to maintain internal records of their numbering resources pertaining to their NRUF filings for a period of not less than five years.

5.1 Modify/Delete Non-Geo 502 – ADD Action

The following section describes the general steps to add data to a Non-Geo Form 502 submitted for the current reporting cycle.

5.1.1 Adding Forecast Data

The following section describes the steps to add forecast data to a Non-Geo 502 submitted for the current reporting cycle.

Step 1: Click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Non-Geo 502**. The main page with Company Information will be displayed (Figure 5.1).

Figure 5.1

Step 3: Populate the required Company Information and then choose **Enter Forecast data** and the F3b worksheet. Click on **Go to Worksheet** to see Figure 5.2.

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Figure 5.2

Step 4: To add forecast data to the NRUF, click **ADD** from the **Enter Action Code** field.

Step 5: Per Figure 5.3, the user can add a new forecast and NAS will check to see if the reporting carrier provided a forecast for that NPA in the most recent submission for the OCN. If there is no forecast for that NPA, the addition can be made.

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Figure 5.3

Step 6: After entering the applicable NPA and forecast data, click the **Add** button to add the new forecast data per Figure 5.4. As with **Create Non-Geo 502**, the limit is 100 NXXs before the user must select **Yes** for **Override forecast values**.

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Check to remove	Action	NPA	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	Add	900	1	0	0	0	0	1

Figure 5.4

Click **Completed Worksheet** to return to the Company Information screen.

Step 7: Click on **Submit Update to NANPA** and receive a tracking number for the update.

Please note that if the requested forecast addition already exists in the reporting carrier’s NRUF, the user will receive notification that the addition cannot be made because forecast data already exists for the NXX in question. The user may then choose the **Modify/Delete** action (see section 5.2) to update the existing forecast.

5.1.2 Adding Utilization Data

The following section describes the steps to add utilization data to a Non-Geo Form 502 submitted for the current reporting cycle.

Step 1: To add utilization data to a Non-Geo Form 502, click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Non-Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and then choose the utilization worksheet (U2 or U4) from the **Enter Utilization data** field. Click **Go to Worksheet**.

Step 4: To add new utilization, click **ADD** from the **Enter Action Code** field.

Step 5: Per Figure 5.5 for the U2, the user can add new non-geographic utilization data and NAS will check to see if the reporting carrier has an existing utilization report for the NPA-NXX. If there is no utilization reported for the NPA-NXX, the addition can be made.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Figure 5.5

Step 6: Click the **Add** button to add the new utilization data per Figure 5.6.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Add	566 - 711	X	202	0	0	0	0	N		9798	2.02%

Figure 5.6

Step 7: Click **Completed Worksheet** to return to the Company Information screen. Then click **Submit Update to NANPA** and receive a tracking number for the update.

Please note that if the requested utilization addition already exists in the reporting carrier’s NRUF, the user will receive a notification that the addition cannot be made because utilization data already exists for the NXX in question. The user may choose the **Modify/Delete** action to update the already-submitted utilization data.

5.2 Modify/Delete Non-Geo 502 - Modify/Delete Action

The following section describes the general steps to modify or delete data for a Non-Geo Form 502 submitted for the current reporting cycle.

5.2.1 Modify/Delete Forecast Data

Step 1: To modify or delete an existing non-geographic forecast, click on the + sign next to **Request for NRUF**. This will bring down a list of NRUF form options.

Step 2: Click on **Modify/Delete Non-Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required additional Company Information and then choose the F3b worksheet from the **Enter Forecast data** field. Click on **Go to Worksheet**.

Step 4: Select the **MODIFY/DELETE** option from the **Enter Action Code** field and select the applicable NPA (5XX or 900). Choose **Get Data** (Figure 5.7).

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Enter Action Code:

Override forecast values : Yes No

NPA

Figure 5.7

Step 5: Modify the forecast data, then click **Update** (Figure 5.8).

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Enter Action Code:

Override forecast values : Yes No

NPA

Year 1

Year 2

Year 3

Year 4

Year 5

Figure 5.8

To delete a forecast, retrieve the data per step 4 and select **Delete**.

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Enter Action Code:

Check to remove	Action	NPA	Year 1	Year 2	Year 3	Year 4	Year 5	Total	NXX(s)
<input type="checkbox"/>	Delete	900	1	0	0	0	0	1	

Figure 5.9

Step 6: Click **Completed Worksheet** (Figure 5.9) to return to the Company Information screen. Select **Submit Update to NANPA** to receive a tracking number for the update.

5.2.1 Modify/Delete Utilization Data

Step 1: To modify reported utilization data, click on the + sign next to **Request for NRUF**.

Step 2: Click on **Modify/Delete Non-Geo 502**. The main page with Company Information will be displayed.

Step 3: Populate the required additional Company Information and then choose the utilization worksheet from the **Enter Utilization data** field. Click on **Go to Worksheet**.

Step 4: Click on the **MODIFY/DELETE** option from the **Enter Action Code** field and select the applicable NPA-NXX. Click on **Get Data** per Figure 5.10.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Figure 5.10

Step 5: Modify the utilization data, then click **Update**. To delete the utilization data, select **Delete**.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Modify	588 - 711		3000	0	220	0	24	N		6756	30.00%

Figure 5.11

Step 6: Click **Completed Worksheet** (Figure 5.11) to return to the Company Information screen.

Step 7: Select **Submit Update to NANPA** to submit the updated NRUF and receive a tracking number.

6.0 NRUF Reports

The following section describes the capability to search for NRUF data submitted for the current reporting cycle for both geographic and non-geographic reporting. Report output for all of the NRUF reports is downloadable to Excel™ by selecting **Download Report to Excel File** at the top of each report's output.

NRUF Reports are available to NAS users with NRUF in their profiles on the left-hand side of the screen after logging into NAS (Figure 6.1).

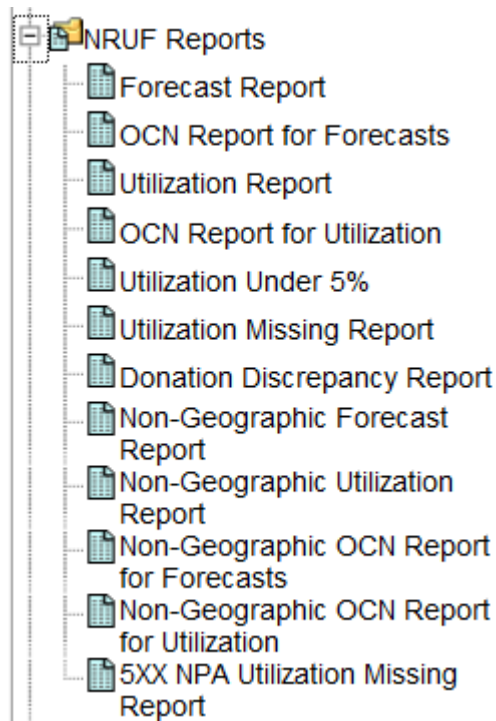


Figure 6.1

6.1 Forecast Report

The Forecast Report shows accepted geographic forecast records for the current NRUF cycle, sorted by NPA and rate center. The user has the ability to create the report based on State, NPA, Form Type and OCN from a drop-down menu which is derived from the user's profile (Figure 6.2).

Forecast Report

Enter Search Criteria:

State:

NPA:

Form Type:

OCN:

Figure 6.2

The user can download the report output to Excel™ (Figure 6.3).

Forecast Report

Download Report to Excel File											
NPA	OCN	Rate Center	State	Form Name	Forecast Year 1	Forecast Year 2	Forecast Year 3	Forecast Year 4	Forecast Year 5	Total NXX Count	Total Blocks Count
326	007Z	LAURA	OH	F1A	1	0	0	0	0		1

Figure 6.3

6.2 OCN Report for Forecasts

The OCN Report for Forecasts shows company and contact information for accepted NRUFs with geographic forecasts. The user has the ability to run the report based on State, NPA, and OCN (Figure 6.4).

OCN Report for Forecasts

Enter Search Criteria:

State:

NPA:

OCN:

Figure 6.4

The output shows accepted company information submitted with the NRUF (Figure 6.5).

OCN Report for Forecasts

Download Report to Excel File																	
Company Name	Parent Company Name	Address 1	Address 2	City	State	Zip	Contact Name	Phone	Fax	Email Address	Parent OCN	SP OCN	Service Type	Rural Officer 1	Rural Officer 2	Rural Officer Phone	SP FRN
New Company - Test	New Company - Test	555 P St		Au Train	MI	49923	NRUF Filer	111-789-0000	111-888-9999	NRUF2Filer@502.com	007Z	007Z	Interconnected VoIP				0000000000

Figure 6.5

6.3 Utilization Report

The Utilization Report shows accepted geographic utilization records for the current NRUF cycle sorted by NPA, OCN, NXX and X. The user has the ability to create the report based on State, NPA, Form Type and OCN from a drop-down menu which is derived from the user’s profile. An example of the selection criteria for the report is shown in Figure 6.6 and an example of the output is shown in Figure 6.7.

Utilization Report

Enter Search Criteria:

State:

NPA:

Form Type:

OCN:

Figure 6.6

Utilization Report

Download Report to Excel File															
NPA	NXX	X	OCN	Rate Center	Form Name	Utilization	Assigned	Intermediate	Reserved	Aging	Admin	Available	Received	Donated to Pool	Notes/Assignee
339	339	3	007Z	SAUGUS	U1	77.70%	777	0	0	0	0	223		N	

Figure 6.7

6.4 OCN Report for Utilization

The OCN Report for Utilization shows company and contact information for accepted NRUFs with geographic utilization data. The user has the ability to run the report based on State, NPA, and OCN.

6.5 Utilization Under 5%

The Utilization Under 5% report shows utilization records where the utilization percentage is less than 5%. The user has the ability to create the report based on State, NPA and OCN.

6.6 Utilization Missing Report

The Utilization Missing Report shows geographic central office codes (NXXs) and thousands-blocks (NPA-NXX-Xs) where the service provider in NAS did not report utilization on a code or

thousands-block assigned to the service provider for the current cycle. Central office code and thousands-block assignment data used in creating the report is as of December 31 for the NRUF due February 1 and as of June 30 for the NRUF due August 1. The user has the ability to run the report based on State and NPA (Figure 6.8).

Utilization Missing Report

Enter Search Criteria:

State:

NPA:

Figure 6.8

In the report output (Figure 6.9), if there is an “N” in the RPTD column, the SP has not submitted an accepted NRUF with utilization for the current cycle. If there is a “Y” in the RPTD column, the SP has provided a utilization report for some other code or thousands-block for the OCN in the current cycle.

Utilization Missing Report

<input type="button" value="Download Report to Excel File"/>			
OCN	NPA-NXX	X	RPTD
		8	N

Figure 6.9

6.7 Donation Discrepancy Report

The Donation Discrepancy Report shows specific thousands-blocks marked as “donated” on NRUF submissions but which are also shown as assigned in the Pooling Administrator assignment data to the same OCN that indicated the thousands-blocks were donated. Thousands-Block assignment data used in creating the report is as of December 31 for the NRUF due February 1 and as of June 30 for the NRUF due August 1. It is sorted by NPA-NXX and X. As shown in Figure 6.10, the user has the ability to run the report based on State and NPA and an example of the output is shown in Figure 6.11.

Donation Discrepancy Report

Enter Search Criteria:

State:

NPA:

Figure 6.10

Donation Discrepancy Report

Download Report to Excel File		
NPA-NXX	X	OCN
868	4	1200

Figure 6.11

6.8 Non-Geographic Forecast and Utilization Reports

The Non-Geographic Forecast and Utilization Reports show accepted non-geographic forecast and utilization records for the current cycle. The user has the ability to select the NPA, Form Type and OCN from a drop-down menu which is derived from the user’s profile.

6.9 Non-Geographic OCN Reports for Forecasts and Utilization

The Non-Geographic OCN Reports for Forecasts and Utilization show company information for accepted NRUFs with non-geographic forecasts and utilization. The user has the ability to run the reports based on NPA and OCN.

6.10 5XX NPA Utilization Missing Report

The 5XX NPA Utilization Missing Report shows non-geographic 5XX-NXX codes where the service provider in NAS did not report utilization on a code assigned to the service provider for the current cycle. 5XX-NXX code assignment data used in creating the report is as of December 31 for the NRUF due February 1 and as of June 30 for the NRUF due August 1. The user has the ability to run the report based on NPA (Figure 6.12).

5XX-NXX Utilization Missing Report

Enter Search Criteria:

NPA:

Figure 6.12

In the report output (Figure 6.13), if there is an “N” in the RPTD column, the SP has not submitted an accepted NRUF with 5XX utilization for the current cycle. If there is a “Y” in the RPTD column, the SP has provided a utilization report for some other 5XX-NXX code for the OCN.

5XX-NXX Utilization Missing Report

<input type="button" value="Download Report to Excel File"/>		
OCN	NPA-NXX	RPTD
00000	0-429	N

Figure 6.13

7.0 Glossary

FCC Registration Number (FRN) – Ten-digit number assigned by the Federal Communications Commission (FCC) and used by entities on FCC Form 499-A.

5XX-NXX Codes – 5XX-NXX codes are to be used for applications which are non-geographic in nature, are not assigned to rate centers and may or may not traverse the Public Switched Telephone Network, but do require an E.164 international numbering plan addressing scheme.

5XX NPAs – NPAs 500, 533, 544, 566, 577, 588, 521, 522, 523, and 524. The following NPAs have been set aside for 5XX-NXX codes: 525, 526, 527, 528, 529, 532, 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558.

Intermediate Reporting Carrier – Carrier that receives numbers from another carrier.

Job Aid – Document supplemental to the instructions for Form 502 providing answers to questions raised regarding the process for completing and submitting Form 502.

NANP Administration System (NAS) – System that supports a variety of number administration functions including on-line submission of Form 502.

9YY – Term used to designate non-geographic NPA 900.

North American Numbering Plan (NANP) – Numbering plan for the public switched telephone network in the US and its territories, Canada, and the Caribbean.

North American Numbering Plan Administration (NANPA) – Group that holds overall responsibility for neutral administration of NANP numbering resources, subject to directives from regulatory authorities in the countries that share the NANP.

Numbering Plan Area (NPA) – Geographical area served by the NANP, each identified by a three-digit code, commonly called an area code.

Numbering Resource Utilization/Forecast (NRUF) – FCC Form 502; Report used for collecting, storing, and maintaining number resource utilization and forecast data.

NXX – Central office code.

Operating Company Number (OCN) – Company code assigned by the National Exchange Carrier Association (NECA) and used for reporting NRUF data.

Primary Reporting Carrier – Carrier that receives numbers directly from NANPA or the Pooling Administrator.

Rate Center – Approximate midpoint of a rate exchange area from which mileage measurements are determined for billing and rating calls.

Rural Certification Form – Part of Form 502 used in self-certifying that a carrier is a rural carrier.

8.0 Change History

Version	Effective Date	Author	Description of Change
1.0	5/24/04	NANPA	Initial version.
1.2	6/27/06	NANPA	Expanded the NRUF Reports section.
1.4	8/28/08	NANPA	Updated non-geographic text to reflect NPA “5YY” for NPAs 500 and 533.
1.6	7/1/10	NANPA	Added new cover page, corporate logo, and screenshots.
1.8	11/22/10	NANPA	Added the Donation Discrepancy Report.
2.0	7/18/12	NANPA	Updated various screenshots including those with revised error messages.
2.1	10/25/12	NANPA	Added new text on the Parent Company OCN field.
2.2	6/12/13	NANPA	Listed the new Help button for each page when creating or modifying an NRUF.
2.3	1/7/14	NANPA	Added the 5XX NPA Utilization Missing Report.
2.4	1/12/15	NANPA	Included new screenshots of successful submissions with tracking numbers and the OCN Report for Forecasts.
2.5	6/22/15	NANPA	Added a screenshot of a warning that may appear if SP OCNs are changed.
2.6	12/21/15	NANPA	Updated screenshots where the “Cancel” button has been relabeled “Back”.
2.7	10/11/16	NANPA	Added screenshots to the Utilization Missing Report descriptions.
2.8	7/5/17	NANPA	Updated web and email addresses along with report output sort sequences.
3.0	5/13/19	NANPA	Broke out the definition of the “Override Forecast values” user selection.
3.1	6/25/20	NANPA	Replaced screenshots to reflect NANPA website changes.
3.2	6/24/21	NANPA	NANPA logo updated. Help Desk name and email address updated.

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